

## Judge, Trustee & 341 Meeting Assignment

These instructions provide steps in assigning a judge, trustee and 341 date, time and location in cases that have been opened in ECF.

**STEP 1** Open the case(s) in ECF. *Refer to either the section on Bankruptcy Case Opening, or Bankruptcy Case Upload for instructions on opening cases.*

**STEP 2** Click the **Bankruptcy** hyperlink on the ECF Main Menu (See Figure 1)

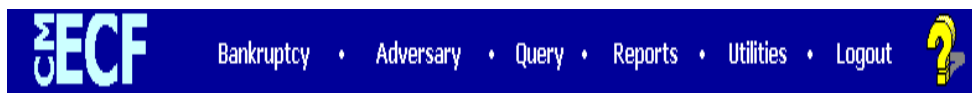


Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays

' Click on the **Judge/Trustee Assignment** hyperlink

**STEP 3** The **RUNNING JUDGE/TRUSTEE/341 ASSIGNMENT** screen displays

' The assignment table provides the following information:

- The **Case Number(s)**
- The **Chapter Numbers(s)**
- **341 Meeting Information** (including date, time and location of meeting, the trustee, and the deadline for filing complaints)
- The **Judge Name**
- The **Trustee Name**

' Review the assignment for accuracy.

**MT TO CHECK** ' **NOTE:** If you forget to assign the judge and trustee, one will automatically be assigned overnight.

' **NOTE:** If you would like to have several cases assigned to the same 341 meeting date, you may defer the judge/trustee assignment until all cases are opened that

day and then run the program. The program will attempt to assign all the cases to the same meeting day and time if slots are available.